

Duxbury Selectboard Meeting Minutes

Monday, May 13th, 2019

Note: The complete audio recording of this meeting may be found at www.duxburyvermont.org

SELECTBOARD MEMBERS PRESENT	Bob Magee, Mari Pratt, Kevin Garcia, Dan Schillhammer, Jerry McMahan
MINUTES PREPARED BY:	Jonathan DeLaBruere
CALL TO ORDER	The meeting was called to order at 6:00 PM by Bob Magee.
INTRODUCTION OF SELECTBOARD MEMBERS	Selectboard members introduced themselves and attendees were reminded to sign in using the sign-in sheet.

CHANGES TO THE AGENDA

DISCUSSION	<ol style="list-style-type: none"> 1. Move Complaint from Jim King regarding Town Clerk & Zoning Administrator to letter "a" under New Business 2. Add Changes to Next Regular Meeting after Old Business 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	N/A	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF MINUTES

DISCUSSION	<ol style="list-style-type: none"> 1. Motion by Mari, Second by Jerry, All in Favor of approving the 04/22/19 minutes with the discussed amendment. 2. Motion by Mari, Second by Dan, All in Favor of approving the 04/29/19 minutes as posted. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW OF SELECTBOARD MAIL

DISCUSSION	<ul style="list-style-type: none"> Vermont League of Cities and Towns (VLCT) Newsletter & Postcard 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	See attached report	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	<ol style="list-style-type: none"> Motion by Jerry, Second by Dan, All in Favor of having Jonathan draft a letter to the logger and landowner about the unauthorized driveway/curb access on Ryan Road. The letter will state that the road shall be put back in a condition as specified by the Highway Foreman within 10 days of the receipt of the letter or legal action will occur. Adam will send Jonathan the contact information for the landowner and logger. Adam received a request about a culvert needing to be replaced on Quarry Road, which is listed as a private road. The board confirmed that the town does not maintain the road or culverts on private roads. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft letter for the Selectboard to review prior to sending to logger and landowner	Jonathan	ASAP

REPORT: TOWN TREASURER

DISCUSSION	The town passed the Workers Compensation & Insurance Audit performed by VLCT.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS

DISCUSSION

- 1. Complaint from Jim King regarding Town Clerk & Zoning Administrator**
 - a. Jim King owns a camp off of Richardson Road, and a tree fell on the camp. Jim called the town clerks office looking for the Zoning Administrator to ask some questions. It seems there was a misunderstanding, but going forward, any zoning correspondence with Jim King will be handled by the Assistant Zoning Administrator, Jonathan DeLaBruere.
- 2. Waterbury Ambulance Service Inc. Station Relocation**
 - a. The board was in agreement that they would like to explore different options for Waterbury Ambulance to build a new facility in Duxbury. The options that were discussed included at the town garage/office site, and at the existing gravel pit site. The board asked that they come back to the first meeting in June as the town will have a better grasp on the Gravel Pit Act 250 permit and with the Town Garage repairs.
 - b. Motion by Mari, Second by Jerry, All in Favor of appointing Dan Schillhammer to the Waterbury Ambulance Board of Trustees representing the Town of Duxbury.
- 3. Town Forest Committee**
 - a. Zeb Town was representing the Town Forest Committee and asked if the Selectboard would consider creating an escrow account for their money. The reason for this is because the committee doesn't want the excess money to become surplus if it's not used at the end of the fiscal year.
 - b. Motion by Jerry, Second by Dan, All in Favor of creating an escrow account for the Town Forest Committee budget.
- 4. Dog Catcher Appointment – Andrea McMahan**
 - a. Motion by Mari, Second by Dan, All in Favor of accepting Zeb Towns resignation for the position of Dog Catcher
 - b. Motion by Dan, Second by Mari, All in Favor, Jerry Recues himself, of appointing Andrea McMahan as the Dog Catcher.
- 5. Process for the Signing of Warrants**
 - a. The board discussed the process for signing warrants and if they wanted to make a change to that process. They decided to leave the signing of warrants as it currently is, but to have Jerry research signing electronically. The goal of this is to have more than two members of the Selectboard sign the warrants for the town.
- 6. Sexual Harassment Policy Review and Update**
 - a. Motion by Mari, Second by Jerry, All in Favor of discontinuing the stand-alone sexual harassment policy and only using the sexual harassment policy that is embedded within the personnel policy.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Waterbury Ambulance Service Inc. Station Relocation to the June 10 th agenda	Jonathan	06/10/19
Research signing warrants electronically	Jerry	06/10/19

OLD BUSINESS

DISCUSSION	<p>1. Town Garage Update</p> <p>a. DeWolfe Engineering will be on-site Thursday, May 16th to conduct their full assessment of the building to create design plans and a more accurate estimate of what it is going to cost to fix the building</p> <p>2. Gravel Pit Act 250 Permit Update</p> <p>a. Adam sent the RFP to two different contractors for the work to be completed as directed by the Act 250 commission. Jonathan posted the RFP to VLCT Classified section. There is an optional site visit scheduled for Thursday, May 23rd at 2:00 PM, and the proposal deadline is Friday, May 24th at 3:00 PM. The Selectboard will open the bids and make a decision at the Special Selectboard meeting on Tuesday, May 28th at 6:00 PM.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CHANGES TO NEXT REGULAR MEETING

DISCUSSION	Motion by Mari, Second by Dan, All in Favor of cancelling the regularly scheduled Selectboard meeting on Monday, May 27 th , 2019, due to that day being Memorial Day, and scheduling a Selectboard special meeting on Tuesday, May 28 th , 2019 starting at 6:00 PM at the Duxbury Town Offices, 5421 VT Route 100, Duxbury, Vermont, 05676.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post cancellation notice for the 05/27/19 meeting	Jonathan	ASAP
Post warning for the special meeting on 05/28/19	Jonathan	ASAP

ADJOURNMENT	Motion by Dan, Second by Jerry, All in Favor of adjourning the meeting at 8:24 PM.
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**Town of Duxbury
Selectboard Assistant Report
05/13/19 Selectboard Meeting**

1. Grants In-Process

a. Crossett Hill Road Slide (Planning Phase) – FEMA

- i. Final design plans are supposed to be completed this week. Eric, our town attorney, has been working on the two easements needed for this project. The current version of the project is only approved for the planning phase of the project. Once the final design and updated cost estimate for this project are received, the Scope of Work and Project Cost will need to be updated. Once the design and updated estimate are received, a Scope Change will need to be requested through the State. The State will then forward this request along with their recommendation to FEMA. Once the Scope Change Request and supporting documentation are received (final design and updated cost estimate), FEMA will review the information provided, and amend the project to update the Scope of Work and Project Cost. At that time, FEMA Environmental and Historic Preservation (EHP) will review the final design for compliance, and begin any required agency consultations.

b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19

- i. VHB has drafted a request for proposal (RFP) that has been submitted to VTrans for review, and will be sent to DuBois & King by the end of the week. Once a proposal is created and submitted to VHB by the deadline of June 20th, 2019, it will be shared with the Selectboard for review and comment.

c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19

- i. Jeremy, Project Manager for DuBois & King has a little bit of work to do to get the project set up on his end, but will be in touch soon to discuss holding a kickoff meeting.

d. Camels Hump Road Scoping Study – Transportation Alternatives FY19

- i. No update

e. River Road Paving – Class 2 Town Highway Road Program

- i. The Town of Duxbury was awarded this grant as of Tuesday, April 30, 2019 to help with the paving of River Road starting at the intersection of Winooski Street, and going toward Camels Hump Road.

2. Grants – Pending Review

- a. Ryan Road Culvert Replacement – Better Roads FY20
- b. Scrabble Hill Road Culvert Replacement – Better Roads FY20
- c. Morse Road Culvert Replacement – Better Roads FY20
- d. Stevens Brook Road Culvert Replacement – Pre-Disaster Mitigation (PDM)

3. Grants – Determination

a. Atwood Road Culvert Replacement – Town Highway Structures Program

- i. The Town of Duxbury was notified that we were not awarded this grant as of Tuesday, April 30, 2019 to help with the replacement of the culvert on Atwood Road.



Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

FY 20 Class II Grants

1 message

Bishop, Ashley <Ashley.Bishop@vermont.gov>

Tue, Apr 30, 2019 at 7:12 AM

To: "Bishop, Ashley" <Ashley.Bishop@vermont.gov>

Cc: "Marshall, James" <James.Marshall@vermont.gov>, "Snelling, Randy" <Randy.Snelling@vermont.gov>, "Blackmore, David" <David.Blackmore@vermont.gov>

Good Morning,

Thank you for applying for the fiscal year 20 Class II roadway grants. Your grant has been awarded. Please remember that no work can start until there is a signed grant agreement. This process is usually completed by June.

Once your project is complete please let me know so the district can inspect the project for our review.

If you have any questions feel free to contact me.

Thank you and have a great day,

Ashley Bishop

AOT District 5 Project Manager

Agency of Transportation

State of Vermont

Cell: 802-363-1182

Office: 802-654-0971

ashley.bishop@vermont.gov



Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

FY 20 Structure Grant

1 message

Bishop, Ashley <Ashley.Bishop@vermont.gov>

Tue, Apr 30, 2019 at 7:41 AM

To: "Bishop, Ashley" <Ashley.Bishop@vermont.gov>

Cc: "Blackmore, David" <David.Blackmore@vermont.gov>, "Marshall, James" <James.Marshall@vermont.gov>, "Snelling, Randy" <Randy.Snelling@vermont.gov>

Good Morning,

Thank you for applying for the fiscal year 20 Structure grants. Unfortunately your grant will not be awarded at this time.

If you have any questions feel free to contact me.

Thank you and have a great day,

Ashley Bishop

AOT District 5 Project Manager

Agency of Transportation

State of Vermont

Cell: 802-363-1182

Office: 802-654-0971

ashley.bishop@vermont.gov

Board Meeting

May 13, 2019

Road work/Crew work

Graded Camels Hump (including state park) River road, Hart road, Crossett Hill, Richardson road, Devlin road, Stevens Brook, Welch road, Turner Hill, Sunrise ave, big hill of Ward Hill.

Ditch and clean cutout on south Crossett.

Ditching on Grout road. (Grant)

Clean out culvert on welch road because of beavers.

Green up day

Foreman Work

Operate grader

Type up scope of work for closure of pit.

Work with crew

Equipment

Basic maintenance preformed

State payment for River road

We have received the first payment for river road. It was \$91,900.00. This is for the maintenance of river road during the Waterbury construction.

Ryan road Class 4

I got a call about some logging that was done on the class 4 of Ryan road. The logger did do some damage and use a curb cut that was not permitted by the town. I have sent pictures of my findings and need to know how the board wants to move forward on this.

Quarry Road

Was approached by a resident on Quarry road asking when the town was going to replace the entry culvert. It was promised to him back in 2008 by the road foreman that it would be changed and never was. I reviewed what records we had of the 2008 flood and found nothing about this culvert. The resident stated the road crew did everyone else up through there and not his.

Submitted by

Adam Magee

Road Foreman

Waterbury Ambulance Service, Inc
PO Box 95
Waterbury Center, VT 05677
802.244.5003

24 April 2019

Select Board
Town of Duxbury
5421 VT Route 100
Duxbury VT, 05676

Folks:

Thank you for adding Waterbury Ambulance to your agenda of the 22nd. As I explained, Waterbury Ambulance (WASI) has outgrown its current quarters and is looking for options of a location for a new station which would better fit our needs.

Our current site, located at the Waterbury Public Works complex on Guptil Road, has several challenges with respect to enlargement of our current station. Wetlands, septic, and location of our current building are just a few of these challenges. Due to site configuration, any enlargement of our current facility would require WASI to purchase adjoining land which, along with the expense, comes with some zoning issues.

WASI has been working with our architect for over a year on different building configurations etc. and, land specific, have basically settled on the attached design. The requirements for this structure are as follows:

40,000-60,000sf of land (1 – 1 ½ acres) depending on the site septic system setbacks and area requirements.

4" or larger waterline however the size of the waterline is more of an issue of pressure and static and residual GPM flow to support a sprinkler system. All new construction of a facility such as this requires a sprinkler system.

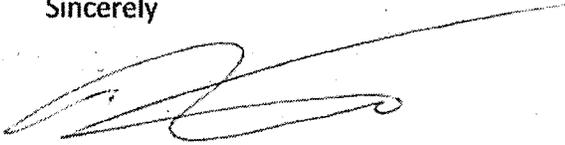
Special electric requirements: None. Single phase service requirements unless a fire pump is required provided everything is on one level (no elevator). A fire pump would be required (as well as storage for 30,000 gallons of water) if either municipal water is not available or the flow would not support a sprinkler system. Most of these types of facilities will also have generator

back up system when power is out. If 3 phase power is available adjacent to the site we might bring in a small 3 phase service.

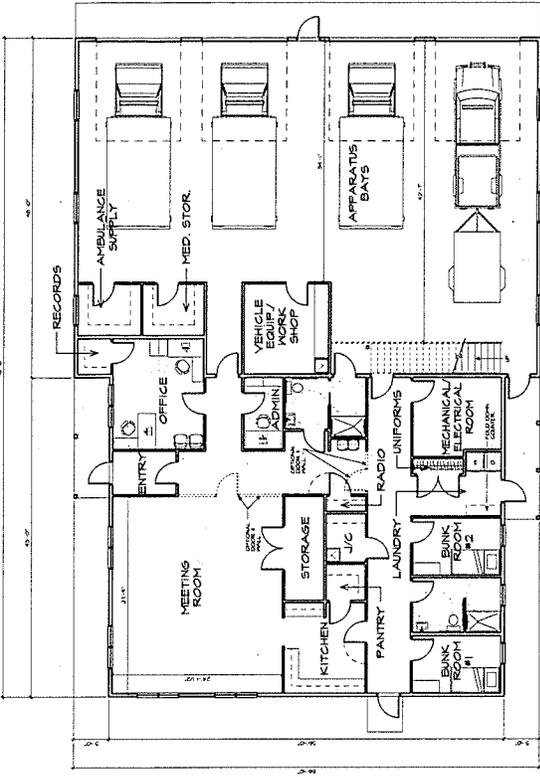
I hope this answers some of your questions.

Thank you for your time and consideration. I look forward to meeting with you again on the 13th

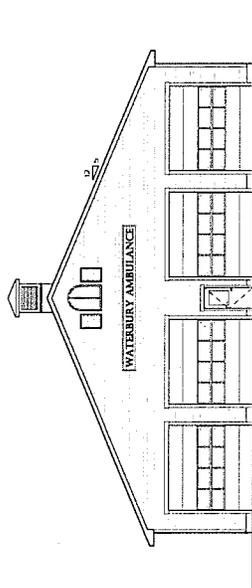
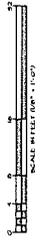
Sincerely

A handwritten signature in black ink, appearing to read 'Mark Podgwaite', with a long, sweeping horizontal line extending to the right.

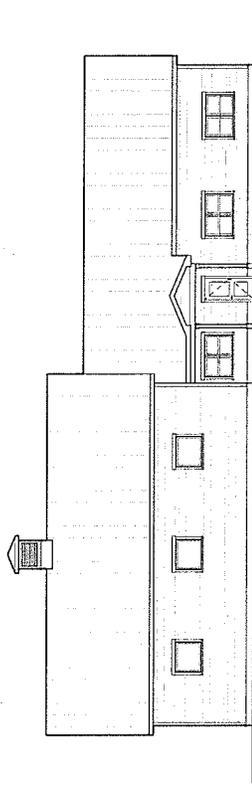
Mark Podgwaite
Executive Director



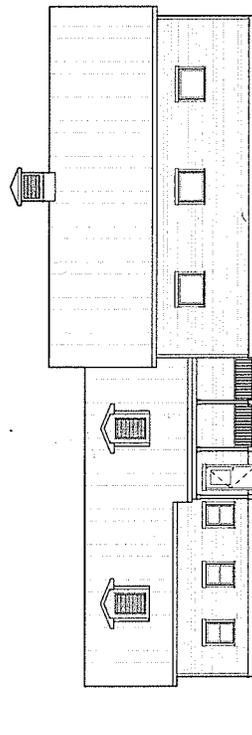
SCHEME "B" FLOOR PLAN
1/8" = 1'-0"



SCHEME "B" NORTH ELEVATION
1/8" = 1'-0"



SCHEME "B" WEST ELEVATION
1/8" = 1'-0"



SCHEME "B" EAST ELEVATION
1/8" = 1'-0"



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Waterbury Ambulance Building
Waterbury Center, Vermont
June 25, 2018

Duxbury Selectboard Meeting Monday, May 13th, 2019

Name	Address	Affiliation
Jonathan DeLaBruere		Treas of Duxbury
Aden Mosee		Foreman
Mark Podwaite		WASI
Jeff Poitros		
Katie Martin		News
Zeb TOWNE	Duxbury VT	
David Spelch		Treasurer Inforln ZA